

UW- Superior Food Service Options
Updated: August 2009

A'viands, our contracted University Dining Service, is the primary provider of food and beverage services at UW-Superior.

Campus groups and departments may provide pre-packaged food and non-alcoholic beverages and/or prepared food that is delivered to groups on campus, except in the YellowJacket Union, from pre-approved licensed and fully insured alternative suppliers. Contact the Purchasing Office at x8383 for pre-approval information. Recognized student organizations may provide these items in YU if the total cost does not exceed \$100 per event.

A field order must be submitted on-line for each food order placed with a pre-approved alternate supplier. The field order must then be provided to the supplier for billing purposes.

Note: Remember, purchasing cards and petty cash may **NOT** be used to purchase food or beverages.

The group or department placing the order must also send supporting documentation to Accounts Payable in Main 206:

- For meals (a meeting must last longer than 6 hours) or refreshment breaks (a meeting must last longer than 3 hours), send a list of the names of participants and a copy of the meeting agenda or program brochure.
- For food or beverages for a reception, send a copy of the promotional material for the event.
- Always reference the field order number on supporting documentation.

Meal expenses for UW/State employees included in the payment may not exceed State determined maximum amounts. Allowable expenses include any delivery and gratuity charges:

Breakfast = \$8 Lunch= \$9 Dinner=\$17

Meal expenses for non-employees must be reasonable.

Please read and adhere to the Food and Refreshment Reimbursement Policy. The same documentation is required as that which is listed on the Request for Payment of Catered Food Services form. This information can be found at <http://www.uwsuper.edu/business/policies/food-refreshments.cfm>.

Approved Alternative Food Suppliers

<p><u>Super One Foods</u> 1515 Oakes Ave. and/or Belknap Plaza Superior, WI 54880 392-6218</p>	<p><u>Golden Inn</u> 24 E. Street Superior, WI 54880 395-2565</p>
<p>Note: Pre-packaged, non-perishable food and non-alcoholic beverages from Super One are allowed. Deli items are <u>NOT</u> allowed.</p>	<p><u>Erbert's & Gerbert's</u> 1325 Tower Ave. Superior, WI 54880 392-5305</p>
<p><u>Domino's Pizza</u> 1204 Belknap St. Superior, WI 54880 394-7777</p>	<p><u>Jimmy John's</u> 823 Belknap St. Superior, WI 54880 395-4669</p>